



Angelcare Southern Limited

Care Assistant Job Description

Pay Scale: £9.80 - £14.18

Reporting To: Registered Manager

Role, Purpose & Responsibilities

To support customers with all aspects of their day to day living and the promotion of person-centred care. Our customers can then enjoy the best possible quality of life knowing that we will always respect their wishes while promoting their dignity. Providing care and support is both a challenging and extremely rewarding experience. You will mostly work alone with the customer in their home therefore compassion, good communication skills and a calm and caring manner are essential. You may be the only person that the customer sees over a period of time, it is therefore essential to report any concerns promptly.

Care & Support at Angelcare

It is paramount that we see the whole person and not merely a list of care needs. Helping our customers to make their own decisions and to be as independent as possible whilst listening to their wishes and following their tailor-made care plan is a big part of the service that we provide. The tailor-made care plan contains the assistance and support that each customer would like which may include -

- **Personal Care**

- Showering and bathing
- Dressing and grooming
- Toileting and continence care
- Teeth and dentures

- **Medicines**

- Encouraging, reminding; assisting and administering medicines
- Ordering/collecting prescriptions
- Returning unwanted medicines to the pharmacy for safe disposal

- **Food & Fluids**

- Helping the customer to plan what to eat and drink
- Assisting the customer to take food and fluids
- Gentle encouragement and help to eat and drink well
- Shopping, preparing and serving food and drinks
- Washing up and keeping the kitchen clean
- Food safely and disposal of out of date items

- **Safely using aids and personal equipment in a manner that respects the dignity of customers. For example:**
 - Standing and walking frames
 - Wheelchairs, manual and electric hoists
 - Sliding sheets and banana boards
 - Hearing aids and other physical aids

- **Housework**
 - Washing floors, hoovering, and sweeping
 - Laundry/ironing, making/changing the bed linen
 - Dusting and general tidying

- **Social and Physical Activities**
 - Answering the door and greeting visitors
 - Answering emergency bells and the telephone
 - Writing cards and letters or emails
 - Taking a customer out shopping other social activities
 - Hobbies and recreational past times such as reading, quizzes, games, singing, films

- **Supporting a Customer through Temporary & Terminal Illness, including**
 - Hospital appointments
 - Community health support and families
 - End of life care

This list is not exhaustive and from time to time you may be required to undertake additional duties. We will provide full training in line with regulatory requirements at our in-house training facility and will support you with any additional training that you feel you might need including NVQ's

Job Description Received & Agreed:

Care Assistant:

Date:

Angelcare:

Date: